COMPREHENSIVE ORGANIZATIONAL SUPPORT 2023-24 APPLICATION GUIDELINES

Application Deadline: Monday, March 13, 2023

Tacoma Creates is a voter-approved initiative to increase access to arts, culture, heritage, and science experiences throughout Tacoma by reducing barriers to access and expanding offerings, particularly for underserved youth.

Eligible non-profit arts, culture, heritage, and science organizations may apply for funding that helps them expand equitable access to public programs, increase opportunities in neighborhoods throughout Tacoma, expand educational options for youth, and build sustainability for continued services to the community.

The 2023-24 funding cycle supports public programming that happens between July 1, 2023, and June 30, 2024.

Organizations interested in applying should read these Application Guidelines fully before submitting an application. Applications must be submitted online through Submittable; application forms can be found on the Office of Arts & Cultural Vitality [Submittable](#) page.

All applicants are encouraged to contact Tacoma Creates staff with any questions regarding the funding application at tacomacreates@cityoftacoma.org.

For more information about Tacoma Creates, visit [tacomacreates.org](#).

APPLICATION TIMELINE

- **Guidelines Released:** Late January, 2023
- **Application Workshops and Support:** February 1 – March 10, 2023 (see [Appendix A](#) for more information)
- **Application Deadline for Comprehensive Organizational Support:** Monday, March 13, 2023, 11:59pm
- **Notification of Funding Decision:** No later than May 19, 2023
- **Contracting Process with Funded Organizations:** May – June, 2023
- **Contract Funding Period:** July 1, 2023 – June 30, 2024

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STAFF CONTACT INFORMATION

You are welcome to contact Tacoma Creates staff at any time:

    Lisa Jaret, Tacoma Creates Program Manager: ljaret@cityoftacoma.org or 253-591-5161
    Clarissa Gines, Tacoma Creates Coordinator: cgines@cityoftacoma.org or 253-591-5174
    Rico Lastrapes, Tacoma Creates Program Technician: rlastrapes@cityoftacoma.org or 253-591-2038

You may also send a general inquiry to tacomacreates@cityoftacoma.org.

To schedule a phone or Zoom meeting with Tacoma Creates staff, go to: calendly.com/tacomacreates.

Tacoma Creates is part of the City of Tacoma's Office of Arts & Cultural Vitality.

ABOUT TACOMA CREATES FUNDING

Funding to support the cultural sector in Tacoma comes from a sales tax of 1/10 of 1% in Tacoma, which was approved by voters in 2018, and is guided by state and local legislation. (Read more about the history of Tacoma Creates at tacomacreates.org/about-tacoma-creates.) Funding is based on a competitive application process and is distributed through contracts for services with the City of Tacoma. Contracts for funding will go to those organizations that best demonstrate how their arts, culture, heritage, and/or science programs benefit people and communities in Tacoma, based on the goals and evaluation criteria described in this document.

PRIMARY FUNDING GOALS

- Support public programs in arts, culture, heritage, and/or science that engage community members in Tacoma
- Increase access to these programs, and reduce barriers to participation, especially for historically underserved populations, and within neighborhoods across Tacoma
- Support programming by and for culturally or ethnically specific communities, and/or other underrepresented groups
- Expand access to youth education programs in arts, culture, heritage, and science
- Support the sustainability of cultural sector organizations in Tacoma

DEFINITION OF ARTS, CULTURE, HERITAGE, AND SCIENCE ORGANIZATIONS

Tacoma Creates funding supports organizations, as defined below, whose primary purpose is to advance and/or preserve arts, culture, heritage, or science:

- "Arts organization" means an organization that provides programming across one or more of the following artistic fields: creative place-making, dance, design, folk and traditional arts, literary arts, multi-disciplinary arts, music, media arts, theater, and visual arts.
- "Culture organization" means an organization that provides programming that focuses on extending or sustaining the traditions, customs, language, knowledge, skills, trades, and/or celebrates the achievements of a particular nation, people, or other social identity group.
- "Heritage organization" means an organization that provides programming that focuses on the identification, documentation, exhibition, interpretation, and/or preservation of the past, including the people, places, events, and physical spaces of any community of people.
- "Science organization" means an organization that provides programming across one or more of the following scientific fields: physical sciences, life sciences, natural sciences, earth and space sciences, engineering, technology, and work that applies scientific methods or engineering design cycles.

Tacoma Creates uses the terms "cultural sector" or "cultural organizations" to mean, collectively, organizations whose primary purpose meets these definitions, and who provide public programming in these areas.

For additional definitions of terms used in Tacoma Creates funding programs, visit tacomacreates.org/definitions.

ABOUT COMPREHENSIVE ORGANIZATIONAL SUPPORT

Comprehensive Organizational Support funding is open to eligible Tacoma-based non-profit cultural organizations that demonstrate an organizational commitment to diversity, equity, and inclusion, as well as strong programming work in all three of these public benefit areas: neighborhood programming, increasing public access, and educational programming for youth. Applicants in this category must offer programs for the general public (adults/all-ages), as well as youth education programs (classes or workshops for youth under 18). Applicants in this category are expected to offer a variety of public programming opportunities throughout the year. Organizations must meet the eligibility criteria listed below to apply in this category.

Funding range: Applicants in this category may request up to 15% of the organization's total annual budget, based on the average of actual income over the last three completed fiscal years, up to a maximum of $400,000 per 12-month funding cycle. This funding is meant to help organizations sustain and expand programming that is aligned with Tacoma Creates funding priorities; Tacoma Creates funds are expected to cover a portion of key cultural services listed in funding contracts.

Funding is determined through a competitive application process. The number of contracts awarded, and the funding amount for each contract, is based on: a) availability of funds, b) review of each application by a review panel, based on the evaluation criteria detailed in these guidelines, and c) approval of the review panel's funding recommendations by the Tacoma Creates Advisory Board. Typically, the funds available are not sufficient to support each organization's full request, therefore many applications will be funded at a level that is less than their request. Organizations may apply for Tacoma Creates funding every year, however funding from year to year is not guaranteed.

There is another Tacoma Creates funding category, called **Impact Funding**, which may be a better fit for some organizations based on the organizational eligibility criteria, the size of their budget, and/or the scope of their programming. To learn more about Impact Funding, please see the separate guidelines, available at tacomacreates.org/impact-funding. Organizations with questions about which category is the best fit for them are encouraged to contact staff at tacomacreates@cityoftacoma.org. Organizations may submit only one application for each funding cycle.

ELIGIBILITY FOR COMPREHENSIVE ORGANIZATIONAL SUPPORT

Tacoma Creates has specific eligibility requirements, based on Washington State and City of Tacoma regulations, which you can read more about at tacomacreates.org/about-tacoma-creates. There are five primary eligibility areas, and organizations that meet all five may apply for either Impact Funding or Comprehensive Organizational Support. If your organization meets some but not all of the eligibility criteria listed below, please review the Impact Funding eligibility information to see if your organization is eligible in that funding category.

Eligibility requirements for Comprehensive Organizational Support:

- **Primary Purpose**
  Your organization's *primary* purpose – meaning your overall mission and the majority of your activities – must be to advance and/or preserve arts, culture, heritage and/or science, using the definitions listed on page 3.

- **Non-Profit Status**
  Your organization is a 501(c)(3) non-profit corporation, incorporated under the laws of Washington State and recognized by the Internal Revenue Service (IRS).

- **Location**
  Your organization's official business address is within Tacoma city limits. This is confirmed by the address registered with the IRS, and on your City of Tacoma business license.

- **Program Delivery**
  Your organization must directly provide cultural programming or experiences to the general public within Tacoma city limits.

- **Track Record**
  Your organization has a two-year history of providing cultural programming or experiences to the general public in Tacoma.

EXCLUSIONS FROM ELIGIBILITY

Certain kinds of organizations are not eligible for any category of Tacoma Creates funding, based on Washington State legislation (RCW 36.160). Excluded from eligibility is any agency of the state or any of its political subdivisions; any municipal corporation; any organization that raises funds for redistribution to multiple cultural organizations; and any radio or television broadcasting network or station, cable communications system, internet-based communications venture or service, newspaper, or magazine.

ELIGIBILITY REVIEW

If your organization *did not* receive Tacoma Creates funding during the 2022-23 funding cycle, you will begin the online application process by responding to a series of questions about your organization's eligibility for funding. Tacoma Creates staff will confirm eligibility and will forward all eligible organizations' applications to the review panel. If there are any applications in which eligibility is unclear, staff will forward these applications to the Tacoma Creates Advisory Board. The Advisory Board will review these cases and make eligibility decisions.

If your organization *did* receive Tacoma Creates funding during the 2022-23 funding cycle, you will be able to bypass the eligibility questions in the application. However, the Tacoma Creates Advisory Board may still review eligibility of previously funded organizations, based on recommendations from staff or the review panel, and may make updated decisions regarding organizational eligibility as needed.

WHAT TACOMA CREATES FUNDING CAN SUPPORT

Tacoma Creates funds can support a wide variety of public programs that advance arts, culture, heritage, and science, that take place within Tacoma city limits. This includes, but is not limited to: presentations, workshops, exhibitions, events, festivals, and educational programs for all ages. Programming may be presented in person and/or virtually/online. Programs must generally be open to the public, with the exception of Public School Cultural Access Programs that are specifically for Tacoma Public Schools / Chief Leschi Schools students or teachers, or education programs for court-connected youth. Tacoma Creates funding can also support general organization expenses and capacity building efforts that are connected to the public programming work.

WHAT TACOMA CREATES FUNDING CANNOT SUPPORT

- Programming that occurs outside of Tacoma city limits
- Work that is commercial in nature
- Charitable fundraisers or galas, even those which include or benefit the cultural sector
- Debt service or endowment building
- Events or activities that promote a specific political agenda or religious practice

- Education programs exclusively for students at any public school outside of Tacoma Public Schools/Chief Leschi Schools, at any private pre-K-12 school, or at any college, university or technical school
- Payment to a current member of the Tacoma Creates Advisory Board or a City of Tacoma employee

APPLICATION SUPPORT

Tacoma Creates staff wants to help all applicants understand the process and submit the best possible proposal. New applicants are especially encouraged to connect with staff in advance of submitting your application. There are a number of opportunities provided for application support, including:

- Application Workshops – in-person, on Zoom, or watch a posted recording
- One on One Support with Staff – schedule a meeting to review questions or drafts
- Email Staff – questions are accepted by email at any time

Read more about the Application Workshop schedule and staff support in Appendix A.

NEW – There are two additional resources to support application development this year:
- An Application Questions & Answers section on our website, which will be updated between the release of these guidelines and the application deadline to share any additional or clarifying information that comes up through application support conversations.
- A Past Application Excerpts document, which includes sample narrative responses from applications that were among the strongest submissions from several years ago.

Find these resources and additional general support for application development at tacomacreates.org/application-assistance.

CONTRACTS FOR SERVICES, REPORTING, AND PAYMENT PHASES

Organizations approved for funding will enter into a contract for services with the City of Tacoma. This means that the organization agrees to provide cultural services - also called "deliverables" - outlined in the contract, for the benefit of people in Tacoma, and the City agrees to pay for those services after they have been delivered. Funding will be divided into multiple payments over the course of the contract.

Organizations in the Comprehensive Organizational Support category will have the opportunity to report on completed deliverables and submit an invoice every quarter. Full and final payments will not be made until after all of the contracted cultural services have been provided. Funded organizations should be prepared to cover the costs of their programming in the meantime. Learn more about the reporting requirements and timelines in Appendix B.

REQUIREMENTS FOR FUNDED ORGANIZATIONS

INSURANCE
Organizations will be required to show proof of insurance as part of the contracting process if selected for funding. Depending on the type of programs and/or services provided using Tacoma Creates funds, different types of insurance will be required. *Proof of insurance is not required at the time of application, however, we strongly encourage applicants to reach out to their insurance company to get a quote on any insurance that may be required for their organization and the scope of work they are proposing, and to consider these costs in their program budgets for the year.*

- **Commercial General Liability Insurance**: Limits not less than $1,000,000 each occurrence and $2,000,000 annual aggregate. Must include these three endorsements: Additional Insured, Waiver of Subrogation, Primary and Non-Contributory.
  - Required for *all* Tacoma Creates funding contracts.

- **Abuse and Molestation Insurance (also known as Sexual Misconduct Liability)**
  - Required if the funded organization will be working directly with youth under the age of 17, seniors, or people with disabilities as part of their Tacoma Creates contracted work. This includes programming *exclusively* for youth, seniors, or people with disabilities such as classes, workshops, camps, live virtual programming, 1 on 1 programming, and Beyond the Bell / Club Beyond classes. This does *not* include all-ages or general audience programming, or virtual programming that is completely pre-recorded where there will be no live virtual interaction with youth, seniors, or people with disabilities.
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- **Commercial Automobile Liability Insurance**
  - Required if the funded organization will require the use of owned, rented, or leased automobiles to transport youth under the age of 17, seniors, and/or people with disabilities as part of their Tacoma Creates contracted work.

- **Marine Liability Insurance**
  - Required if the funded organization will be performing work on or around water that includes the ownership, maintenance, and/or use of watercraft as part of their Tacoma Creates contracted work.

- **Workers Compensation Insurance**
  - Required if the funded organization has W-2 employees.

- **Employer's Liability Insurance (also known as Stop Gap Insurance)**
  - Required if the funded organization has more than 5 W-2 employees.

For more detailed information about insurance requirements, including technical language that will be useful for insurance agents, along with a list of insurance companies that specialize in insuring non-profits, click here.

If you have questions about insurance requirements, please contact Naomi Strom-Avila, Funding and Cultural Programs Manager for the Office of Arts & Cultural Vitality, at nstrom-avila@cityoftacoma.org or 253-591-5191.

LEGAL COMPLIANCE
Funded organization must comply with the laws of the Federal Government, Washington State, and the City of Tacoma, including ADA accessibility, non-discrimination, and equal employment opportunities.

BUSINESS LICENSE
Funded organizations must have a City of Tacoma business license.

FUNDING ACKNOWLEDGEMENT
Funded organizations must acknowledge Tacoma Creates in all appropriate public announcements, programs, advertising, and other forms of notice relating to the funded programming, as outlined in the funding contract.

EQUITY AND ACCESS

Equity and access are central to Tacoma Creates funding priorities. This includes our public mandate to support programming in neighborhoods across the city as well as in the downtown area, to engage and support traditionally underserved populations, and to present cultural programs that are welcoming to all – creating a sense of belonging for new participants along with continuing supporters.

These priorities are aligned with the City of Tacoma's vision for equitable and inclusive programs. We use the City of Tacoma's Equity Index as one way to frame where needs are greatest. Learn more about the City's commitment to creating an equitable and anti-racist city on our Equity and Access page. Funded organizations will demonstrate how they contribute to this vision through their policies, practices, and programs.

This work will look different for different organizations, depending on their mission, leadership, the communities in which they work, and the audiences they intend to serve. The framing of equity and access below is intended to suggest a range of opportunities and approaches that organizations can develop and demonstrate in their work.

In this application, we are using the term BIPOC (Black, Indigenous, and People of Color). We recognize that language is fluid and terminology is changing regularly; we intend for this term to be broadly inclusive of all racially or ethnically marginalized communities.

EQUITY
Equity means minimizing historical, systemic, and institutional disparities and maximizing opportunities for all people. Equity takes into account context: history, current realities, and future outcomes. Equity advances social justice, which is about the distribution of social and economic resources and opportunities to create a more just society. The purpose of equity in Tacoma Creates programming is to foster greater inclusiveness, increase diversity, and broaden participation in arts, culture, heritage, and science experiences.

ACCESS
Access is an essential part of equity, and important for building community participation and engagement. For your Tacoma Creates programming, please consider the following types of access. How does your organization already demonstrate these different types of access, and where do you have opportunities to expand? How can you make it easier for a variety of community members to participate in your programming?

The categories and examples below provide ideas and examples but are not the only ways to support access to public programs. We do not expect every organization to address all of these points, though we encourage you to consider what makes sense for your programs, and how to support the community members you intend to serve. We encourage organizations to name what access looks like for their work and the communities they serve.

Acceptance-based Access is about how your organization nurtures a sense of **welcoming and belonging**, especially for those who are new to your organization's programs. Thinking through your organization's programming, you may want to consider:
- How you can demonstrate acceptance through interpersonal interactions, use of space, language, signage, etc., to make people feel comfortable
- The needs and perspectives of different potential participants in your programs, such as: Black, Indigenous, and People of Color (BIPOC), people who identify as LGBTQIA+, people who speak different languages, people with different levels of education or experience, people with different levels of income, people of different ages, etc.
- How people from different backgrounds see themselves represented in the presenters, staff, or volunteers they encounter at your programs

Communications Access is about **how your organization promotes its programs**. Consider how your organization is getting the word out about opportunities to engage, and whether the messages are being shared in a way that the community members you intend to serve can receive them. You may want to think about:

- The formats, methods, and languages you use
- The communities and networks you connect with to extend your reach
- The ease with which community members can communicate with and get information from your organization

Disability Access is about considering how you can best serve **people with disabilities**. There are a variety of ways in which your organization might be able to improve experiences for people with physical disabilities, developmental and unseen disabilities, and people who are neurodivergent. You may want to consider:

- Offering technology and services that can help people with disabilities – such as people who are Deaf or hard of hearing, or blind or vision-impaired – navigate your facility and/or programs
- The guidance provided by the Americans with Disabilities Act (ADA)
- Providing programs specifically for people with physical or cognitive disabilities
- Connecting with people with disabilities to learn more about how they can be included in your work

Financial Access addresses the **cost of participation in your programs**. You may want to think about how cost may be a barrier, and how your organization may be able to decrease or remove this barrier. Consider how your organization decides on admission or registration fees for different programs. Some ways you can address financial access include:

- Offering free and reduced-price options
- Offering scholarships or sliding scale options for education programs
- Communicating clearly about financial access options, and minimizing barriers to receiving reduced-price access

Geographic Access considers **where programs happen, and how participants can get to them**. Think about the challenges people may have in getting to your programs, and how your organization can reduce those barriers. Geographic access also includes:

- Presenting your programs at multiple locations in different neighborhoods, including collaborations with Tacoma Public Schools, Tacoma Public Library, and Metro Parks Tacoma
- Considering and communicating about transportation options – including bus lines and schedules, safe bicycle parking, and accessible and affordable car parking – as you invite people from all of Tacoma to attend programming at your primary/home location

Interest-based Access considers **how your intended participants relate to the content or subject matter of your programs.** Your organization may want to think through how you choose what programs to offer, and how you connect with the community to learn what they are interested in, particularly if you are presenting programs designed for a specific cultural community or identity group.

Public Access addresses **who can attend your organization's programs**. In general, programs should be open to anyone interested in participating, though programs may be designed to support specific audiences who are traditionally underserved or have been underserved by your organization. You may want to consider:

- How you ensure your programming is open to the public
- How you offer technical access and support if you are offering virtual programming

EQUITY-RELATED WORKSHOPS AND SUPPORT

Tacoma Creates is committed to supporting funded organizations in advancing their individual and collective equity work. In collaboration with local consultants or organizational partners, we will provide workshops, conversations, or other professional learning opportunities for Tacoma Creates-supported organizations to learn together and build capacity for their equity efforts. All organizations funded in the Comprehensive Organizational

Support category should plan to have at least one staff member participate. Organizations may use Tacoma Creates funds to support staff time for participation in this work.

YOUTH EDUCATION PROGRAMS

Education programming for youth under 18, especially underserved youth, is a central part of Tacoma Creates. All organizations funded in the Comprehensive Organizational Support category must offer youth education programs in addition to general public programs for adults/all-ages. Tacoma Creates funds can support youth education programs in two categories:

1) **Youth Education Programs Open to All Youth Under 18** – these are classes, workshops, or other active learning experiences specifically for youth that organizations offer and present on their own – at their own facility or at another community location in Tacoma. This may include after-school, weekend, or summer classes. These programs should be open to all young people that fit within the age and experience guidelines for the class. Organizations may charge tuition for general youth education programs, but should consider how Tacoma Creates funds can support free or low-cost options wherever possible.

2) **Public School Cultural Access Program (PSCAP)** – these are programs that are offered in collaboration with Tacoma Public Schools (TPS), which are exclusively for TPS students and teachers. PSCAP is part of the Tacoma Creates legislation, and demonstrates our commitment to support and partner with our local public schools. PSCAP will increase access to cultural learning opportunities for all TPS students, with a priority focus on schools with the highest levels of need. PSCAP may include a wide variety of opportunities, such as: presentations or residencies that happen as part of the school day, partnering with teachers on learning activities that connect with classroom curriculum, field trips for students to attend programming at a local cultural facility, virtual field trips, professional learning opportunities for TPS educators, and offering after-school classes

in the Beyond the Bell / Club Beyond program. Organizations that offer programs in collaboration with TPS should align with classroom teachers' learning goals for their students and the Washington State Learning Standards as appropriate.
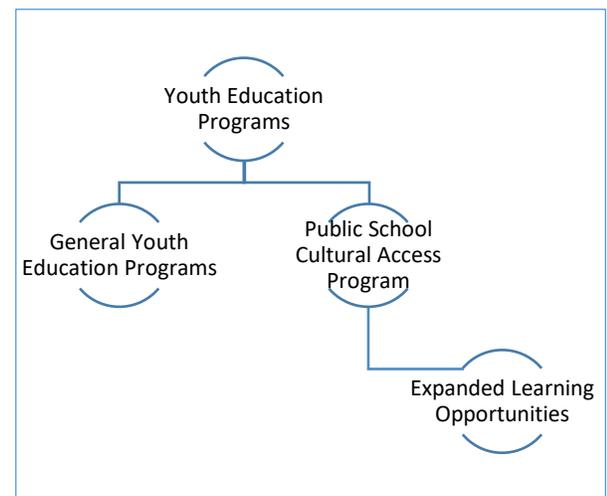
BEYOND THE BELL / CLUB BEYOND
Tacoma Creates is a partner in the district-wide Expanded Learning Opportunities (ELO) program, called "Beyond the Bell" at TPS elementary schools and "Club Beyond" at TPS middle schools. Offering after-school classes through this program is a great way for organizations to connect with and support more youth, and bring their programming to more neighborhoods in Tacoma.

If your organization is interested in proposing classes for Beyond the Bell / Club Beyond as part of your Tacoma Creates work, see Appendix C for more information.

SCHOOL DAY FIELD TRIPS FOR TPS STUDENTS
Tacoma Creates funds will cover round-trip bus costs for up to 200 school-day field trips, each school year, for TPS classrooms to attend Tacoma Creates-supported programming. This opportunity is open to classes serving all grade levels, pre-K though high school, at any Tacoma Public School, with a priority given to Title 1 schools. Schools interested in field trips to Tacoma Creates programming can request a bus through the TPS district office, and Tacoma Creates will reimburse the district for these transportation costs. If your organization offers school-

day field trips, we encourage you to consider how you can include this work in your Tacoma Creates-supported offerings, including offering free or reduced-price access as possible. For additional information about transportation support for school field trips, visit tacomacreates.org/youth-education.

PROGRAMMING AT TACOMA PUBLIC LIBRARY BRANCHES

Tacoma Creates partners with Tacoma Public Library to expand cultural programming opportunities for people throughout Tacoma. This is an optional opportunity for organizations to offer short educational programs to library patrons of all-ages in different parts of the city.

For organizations interested in proposing programming for Tacoma Public Library partnership, see Appendix D.

APPLICATION REVIEW PROCESS

Each application will be reviewed by a panel of 5-7 community members. Panelists will review each application individually and as a group. Panelists will use the application review criteria below, and will score each criteria category using a 30-point scale.

Based on their discussions and the combined scores, the review panel will make a collective recommendation about which applications to fund, and the relative amount of the funding requests to support. Full funding at the requested amount is not guaranteed. The Tacoma Creates Advisory Board reviews the panel's recommendation, then votes to approve (or modify) the recommendation. Tacoma Creates staff members do not score applications or vote on funding recommendations.

APPLICATION REVIEW CRITERIA

Your application as a whole should tell a clear story about the programming you are proposing and how it will be produced. Panelists will evaluate each application using the following criteria. Organizations are not expected to meet every criterion listed below – the list includes a range of ways that organizations can demonstrate their public benefit and their alignment with Tacoma Creates funding goals.

PROGRAMMING MERIT AND VALUE
At a minimum, all applications should demonstrate:
- How their organization's mission, goals, and key programming, are in alignment with Tacoma Creates primary funding goals (as listed on page 3)
- A range of programming throughout the year that advances arts, culture, heritage, and/or science, including public programs for adults/all-ages as well as youth education programs

The most successful applications will also demonstrate some or all of the following:
- How and why the arts, culture, heritage, or science programming is relevant and meaningful for the intended participants and audiences
- How the programming deepens, broadens, and/or diversifies cultural programs and services within Tacoma
- How the programming benefits or supports people and communities in Tacoma
- How the programming intersects with other priorities for the City of Tacoma, such as environmental justice, community safety, workforce development, or supports for mental and physical health
- How the organization is working to both sustain existing programming and to expand or improve their programming

YOUTH EDUCATION PROGRAMS

At a minimum, all applications should demonstrate:
- How their classes, camps, or other education programs for youth support active learning in arts, culture, heritage, and/or science, and connect with broader youth development goals
- Their experience, purpose, and values in developing and delivering youth education programs

The most successful applications will also demonstrate some or all of the following:
- An understanding of best practices in youth education (such as including youth voice, articulating and evaluating specific learning goals, etc.)
- Individuals overseeing education programming and/or teaching classes that have relevant experience and/or training in their cultural field, and in working with youth
- Educators who are representative of the populations they intend to serve
- If the organization is proposing programs as part of the regular school day for TPS students, or professional development for TPS certified teachers, how they demonstrate support for and alignment with basic education goals, clear instructional plans aligned with Washington State student learning goals, and collaboration/commitment from TPS teachers/administrators

COMMUNITY ENGAGEMENT AND IMPACT

At a minimum, all applications should demonstrate:
- Who they serve and how they engage with participants and audience members
- How they build and develop community trust through approaches such as partnerships, collaboration, communications, and culturally relevant programming

The most successful applications will also demonstrate some or all of the following:
- A history of and/or specific plans for continuing community engagement and programming that aims to strengthen community connections and interactions
- How they maintain and/or expand relationships with participants and partners
- How community members are engaged in the envisioning, planning, delivery, and evaluation of programming
- Strategies for understanding community-specific needs, and programming that is responsive to those needs
- Meaningful collaborations with other local organizations – either inside or outside the cultural sector – that improve or expand the impact of the work

EQUITY AND ACCESS

At a minimum, all applications should demonstrate:
- How their proposed programming aligns with Tacoma Creates' vision for equitable, inclusive, and welcoming cultural programming (as described on pages 8-10)
- Clear, specific, and achievable plans and practices for supporting and/or increasing public access to their cultural programs

The most successful applications will also demonstrate some or all of the following:
- An existing commitment to equity and access through current and past programming and/or internal practices
- Strategies for identifying and minimizing systemic barriers to participation in their programs
- Specific work on internal practices and policies related to justice, equity, diversity, and inclusion
- Approaches that directly address specific types of access, such as language access, location access, and improving experiences for people with disabilities
- Approaches that center communities impacted by structural racism and/or systemic oppression, which includes the LGBTQIA+ community, people with disabilities, older adults, etc.
- Organizational leadership (staff leaders and board) that includes a significant number of individuals who identify as BIPOC

- Awareness of the organization's current capacity, challenges, and opportunities related to equity and access

MANAGEMENT AND OPERATIONS

All applications should demonstrate:

- A strong foundation for successful program implementation based on effective planning, communications, and evaluation practices; financial responsibility and capacity; and staff and board capacity, as detailed below

More specifically, panelists will consider:

- Effective planning: programming goals and objectives are thoughtful and strategic; narrative, budget, and staffing demonstrate aligned capacity to complete proposed work effectively; organization demonstrates adaptability and resilience; the application as a whole is clear and compelling with sufficient detail and specificity
- Financial responsibility: clear and balanced organizational budget; diversity of funding sources; budget history demonstrates working within available resources, and/or plans for addressing any deficits
- Communications and evaluation: multi-faceted and relevant approach to communications; history of and plans for documentation and evaluation of programming; engagement of community dialogue and feedback integrated into planning processes and decision-making
- Organizational and programming leadership: individuals leading the work have relevant skills, background, experience, and/or training; staff capacity is appropriate for proposed programming; staff and board are representative of the communities the organization serves or intends to serve

THE APPLICATION

HOW TO APPLY
Applications must be submitted through our online application form.
Go to tacomaarts.submittable.com/submit and select 2023-24 Comprehensive Organizational Support.

If your organization has applied for Tacoma Creates funding or other Office of Arts & Cultural Vitality programs before, you should use the same organizational account in Submittable rather than starting a new one.

We encourage applicants to read through all of the information in this document prior to starting the online application form. It may be helpful to develop your responses to the Narrative Questions in a Word document, then copy and paste them into the online application form.

We have developed an optional Application Worksheet that may be helpful for tracking information needed for your application and developing your narrative responses.

Refer to the Application Review Criteria section on pages 11-13 to understand how your application will be evaluated.

APPLICATION DEADLINE
Comprehensive Organizational Support applications must be submitted by **Monday, March 13, 2023, 11:59pm**. The online form will close automatically at that time; it will not be possible to submit an application after the deadline. There will be no exceptions. Note that staff will not be available to answer questions or offer technical support after 5pm on March 13.

APPLICATION COMPONENTS

The sections below explain the questions that will be in the online application form. We suggest that you refer back to this section as you develop your application.

The application questions give you the opportunity to tell your organization's story and to demonstrate how your work aligns with Tacoma Creates funding goals and evaluation criteria. You should assume that the panelists who will review your application are not familiar with your work, so be as clear and specific as possible. Note that there are word count limits for each section; some sections offer a suggested word count range as well, to provide more space than last year and to encourage concise responses where possible.

ORGANIZATIONAL INFORMATION AND ELIGIBILITY
The first section asks for basic information about your organization, contact information, and other information to confirm your eligibility for Tacoma Creates funding.

ORGANIZATION BACKGROUND
This section asks for your organization's history and mission, work samples, organizational budget, and attendance summary. This information provides context about your organization's recent work.

MISSION STATEMENT (50 words)
- What is your organization's published mission statement?

ABOUT YOUR ORGANIZATION (200-300 words)
- Tell us a little bit about what your organization does, and why.

- What are your organization's key strategic goals, and how do they align with Tacoma Creates goals?
- What kinds of public programs does your organization offer, and who are your primary participants or audiences?
- How has your programming benefited or supported people and communities in Tacoma, and how long have you been providing programming in Tacoma?
- If your organization has received Tacoma Creates funding in the past year or two, what are 1-2 tangible ways in which you've used Tacoma Creates support to advance your work?

Organizational Leadership

Upload a document that contains information on your organization's leadership: a list of your board members (with community/professional roles, as appropriate) and your key staff members (with job role).

WORK SAMPLES
- Share 1-3 brief examples of past work that shows the value of your programming. If you received Tacoma Creates funding in 2022-23, at least one of your examples should be a program that was supported with Tacoma Creates funding.
- Work samples may include photos, video or audio clips, an event program, a newspaper article, or anything else that you think will help the review panel better understand your work. Please limit your materials to a combined total of no more than 4 pages of written materials, or 8 images, or 4 minutes of video or audio.
- Videos can be especially helpful; if you share videos that are longer than a few minutes, be sure to provide specific guidance about the minute mark where panelists should start their review.
- For each work sample, you will be able to add a brief description: What was the program/event? When did it happen, and where?
- You may also add additional context about your work samples, such as how the work impacted community, or which communities were served. (Optional, 150 words)

ATTENDANCE SUMMARY
- In the online application, there is a chart to enter your attendance history for the past two completed fiscal years.
- The chart will ask for attendance numbers for general public programs open to any/all-ages, as well as for youth education programs, and for in-person programming as well as remote/online programming.

BUDGET HISTORY AND FUNDING REQUEST
- Upload your **organizational budget** for the past three completed fiscal years, using this three-year budget history form, which is also available in the Submittable application.
- Upload your **audited budget** for your most recently completed fiscal year. If no audited budget is available, you may submit either: a) an unaudited final budget report from your last completed fiscal year along with a letter from your board president that approves and confirms this report, b) a copy of a published annual report showing your budget summary, or c) your IRS Form 990.
- **Brief budget narrative** (Optional; 200 words)
  - If your organization had a significant deficit in any of the last three years, had any discrepancies between your audited budget and your three-year budget report, or if there are any other aspects of your budget you'd like to explain further, you may do so here.
- **Actual total income** for your most recently completed fiscal year
  - Your total income includes both earned income and contributed income, and should match the number in your three-year budget history form.
- **Funding Request for 2023-24**
  - In the Comprehensive Organizational Support category, you may request up to 15% of your organization's total annual budget, based on the average of actual income over the last three completed fiscal years, up to a maximum of $400,000 per 12-month funding cycle. This

percentage will be automatically calculated in your completed three-year budget history form. Please enter that number (up to the $400,000 maximum) in the space provided in the application form; this confirms the amount you are requesting to support public programming in the 2023-24 funding cycle.

PROGRAM PROPOSALS: GENERAL PUBLIC PROGRAMMING & YOUTH EDUCATION PROGRAMMING
The following questions give you the opportunity to tell your organization's story, and to demonstrate how your work aligns with Tacoma Creates funding goals and evaluation criteria.

Many of the questions in this section have multiple prompts – these prompts are designed to help you answer the questions in a way that addresses the review criteria and supports the panel's understanding of your work, but you are not required to address every prompt.

GENERAL PUBLIC PROGRAMMING (800-1100 words)
Use this section to talk about your primary arts, culture, heritage, and/or science programming that is for adults/families/all-ages – any programming that is *not* a participatory learning program exclusively for youth under 18. Consider the following prompts in your response:

What will you produce for the general public?
- What are the key programs for the general public that you will present with Tacoma Creates funding support during the next funding cycle (July 1, 2023 – June 30, 2024)?
- Provide specific details about this work.

Public Benefit
- How will your programming benefit or support individuals and communities in Tacoma? In other words, why does this work matter? Why is it valuable to the community?
- What strategies do you use in the planning and implementation of your public programs that support diversity, equity, inclusion, and access?

Planning, Promotion, and Evaluation
- Are there any major planning components related to new or reimagined programming?
- How will you get the word out about your programs? If you have goals to grow or diversify your participants, how will you do that?
- How will you evaluate your programs? How will you measure the quality, meaning, and/or impact of your work? Do you have any specific benchmarks or goals?

Partnership and Collaboration
- Are there any individuals or organizations outside of your organization that are key to the success of these programs? If so, who are they, and what is their role?
- In addition to describing any partnerships here, we encourage Letters of Commitment from key partners to demonstrate their contributions to your work; these letters may be uploaded at the end of the program proposals section.

YOUTH EDUCATION PROGRAMS (800-1100 words)
What are the key classes, workshops, or camps exclusively for youth under 18 that you will provide with Tacoma Creates funding support during the next funding cycle (July 1, 2023 – June 30, 2024)? How will you expand access to arts, culture, heritage, and/or science learning for youth? You may propose programs that are open to all youth, or programs exclusively for Tacoma Public Schools/Chief Leschi Schools students/teachers, or both.

Background and purpose
- What is your organization's educational philosophy or vision? Why do you offer the youth education programs that you do, and how do they connect to your organization's overall work?

What youth education programs will you produce?
- What are the key youth education programs that you will offer with Tacoma Creates funding support during the next funding cycle (July 1, 2023 – June 30, 2024)?
- Provide specifics about any youth education programs open to all students, as well as any programs that are specifically for Tacoma Public Schools/Chief School Schools students and teachers (aside from proposals for Beyond the Bell / Club Beyond classes, which should be listed in the separate section below).
- Who are your intended students? What are your current student demographics?
- Where, when, and how often will your programs take place?
- For programs in partnership with Tacoma Public Schools, do you focus on any particular schools, grade levels, or subject areas?
- How do you collaborate with classroom teachers or administrators to align with their learning goals and state learning standards?
- If you have an ongoing partnership with a TPS teacher, principal, or district administrator, please include a Letter of Commitment that demonstrates their participation and confirms the collaborative nature of your work; these letters may be uploaded at the end of the program proposals section.

Planning, Promotion, and Evaluation
- How do you develop curriculum for your programs? How do you consider diversity, equity, inclusion, and access when developing your youth education programs?
- How will you get the word out about your youth education programs?
- If you have goals to grow or diversify your participants, how will you do that?
- What does success look like for your youth education programs, and how will you measure success? How do you develop student learning goals and measure student learning? Do you have any specific benchmarks or goals?

Youth Education Staff / Instructors
- Who are the key individuals that will carry out your youth education programming?
- What background, experience, and/or training do they have that makes them a good fit for this work? How do you support your education staff/instructors?

Beyond the Bell / Club Beyond (Optional)
Please refer to Appendix C for more information about this opportunity. If your organization is interested in proposing after-school classes as part of this program, this section of the application form will ask for:
- Class title
- Class outline, including student learning goals
- Classroom space needs
- Grade levels
- Class instructors, including background and bio or resume
- How many of this class you could offer in each session
- You will be able to propose more than one class title, responding to the same set of questions

PROGRAMMING AT TACOMA PUBLIC LIBRARY (TPL) BRANCHES (Optional)
Please refer to Appendix D for more information about this opportunity. If your organization is interested in proposing short programs for TPL branches, this section of the application form will ask:
- What's the total number of TPL branch presentations that your organization has the capacity to present over the course of the 2023-24 funding cycle? (You might have just one program to propose but are interested in presenting it multiple times.)
- What programs/events/presentations would you be like to offer at TPL branches? You may propose up to three programs. For each program, tell us:
  - Program title

- Brief program description, including any outcomes or goals
- Have you presented this program in the past?
- Ideal age group (pre-school, elementary, middle school, high school, adults, seniors)
- What's your preferred length for this program (30, 60, or 90 minutes)?
- How many people would be involved in presenting this program? If more than one person, explain the roles/responsibilities of the presenters.

ADDITIONAL MATERIALS TO SUPPORT YOUR PROGRAM PROPOSALS

The application form will ask you to upload these additional materials:
- Information about the people who will lead your programming: Brief bios or resumes of 1-3 primary people who will develop or deliver your proposed programs.
- Letters of Commitment (optional): Letters of Commitment are an opportunity for any key partners to demonstrate their role in and commitment to your programming. This is optional but strongly encouraged, especially if you are proposing any programs that are dependent on co-producers or other external partnership roles.

EQUITY AND ACCESS

In this section of the application, tell us about how you address equity and access in the programming you have described above and in your organization as a whole. What values, goals and actions does your organization currently engage in that focus on increasing diversity, equity, inclusion, access, and justice? There are sections to address your internal work (supporting your staff, board, volunteers, and organizational operations), as well as your public-facing work (supporting your participants and community). What are your specific, measurable goals? Please refer to additional information and definitions included in the Equity and Access section on pages 8-10.

Internally-Focused Equity Work (500-700 words)

Internal equity work is about how your organization supports staff, board, volunteers, and how you develop organizational operations with equity in mind. This might include internal policies and practices related to decision-making, recruiting or hiring or onboarding, training or learning opportunities, budgeting approaches, research or data-gathering, or anything else that moves your work forward. Please consider the following prompts in your response:
- Tell us about your organization's current level of understanding, capacity, and challenges related to equity work, and if/how this has shifted or evolved over the last year.
- Provide 1-2 specific examples of work you have done in the past year to advance equitable policies and practices regarding your staff, board, budget, and/or other areas of internal operations. What were challenges and/or successes related to this work?
- Most importantly: what specific plans and action steps do you have for sustaining, improving, or expanding, internal equity work during the 2023-24 funding cycle? How does this work connect to your core programming, and why does it matter?

Organizational Diversity

The application form will ask for percentage of your organization's leadership who identify as BIPOC, along with an Organizational Diversity Chart that provides an opportunity to share how your board, staff, and key contractors identify racially as well as by gender, age, and other aspects of identity.

Organizations should ask their staff, board, and key contractors how they identify so their information can be included in this chart. All information requested for this chart is optional and should be provided on a volunteer basis. If you don't have data for all individuals that are part of your organization, that is okay; please provide as much information as you are able to share. Be sure to include the total number of individuals for each category of personnel at the top of the form. Note that this chart has been updated from last year: there are fewer categories of staff teams to include, while there are more aspects of identity to consider.

Public Access and other Public-Facing Equity Work (500-700 words)
A core goal of Tacoma Creates funding is to increase access to cultural programming across the City of Tacoma; your public-facing equity work is about how you create welcoming spaces and how you support program participants who may have different needs based on their background, experience, abilities, languages spoken, etc. Considering the different aspects of access listed on pages 8-10, please address the following prompts, adding in any information that wasn't already covered in your general public programming and youth education programming sections.

- What aspects of access are a key focus for your organization, and why? Have you identified any particular barriers to full participation in your programs? Provide examples as appropriate.
- What will you do to sustain, improve, expand, or launch your access efforts in these areas?
- Do you have goals to broaden and/or diversify your program participants? If so, what are those goals and how will your access efforts support those goals?
- What successes or challenges have you experienced in these areas over the past year or two, and what plans do you have to address any anticipated challenges in the coming year?

Neighborhood Programming (400-500 words)
Neighborhood programming includes all public programming that happens outside of the Downtown Core, defined as the area within the following boundaries: North border is 6th Avenue; East border is Thea Foss Waterway and East L Street; South border is I-5; West border is Tacoma Avenue South. Use this map of Tacoma neighborhoods to see the boundaries of the Downtown Core as well as the names and boundaries of the 8 other Tacoma neighborhoods.

Organizations based in the Downtown Core must provide some programming in at least one other neighborhood; this is a core intention of Tacoma Creates funding. Organizations based outside of the Downtown Core are encouraged to offer programming at additional locations in other neighborhoods as possible. Please consider the following prompts in your response:

- In which Tacoma neighborhoods does your organization typically present programming? Provide examples of programs and the neighborhoods and venues where you have presented them in the past or have plans to present them in the coming year.
- How or why have you made decisions about neighborhood locations where you will present your programs?
- Are you collaborating with any individuals or organizations in the neighborhoods where you are working to present or promote these programs? If so, who are they, what is their role, and how do you work with them?
- For organizations providing programming downtown, how do you engage with residents or organizations in the downtown area, and how do you welcome people from across Tacoma to your downtown programming?
- If you are planning to work in new (for your organization) locations in the coming year, how will you measure and evaluate the success of this work?

Equity and Access Budget Commitment (100 words)
How will Tacoma Creates funding support the plans you have outlined above? Describe any specific budget commitments you are making to support your goals related to justice, equity, diversity, inclusion, and access.

CAPACITY BUILDING & SUSTAINABILITY (200-300 words)
Capacity building means investing in the effectiveness and future sustainability of an organization. A core goal of Tacoma Creates is to support the overall health of the cultural sector. The strength of the sector is based, in part, on the skills and capacity of the individuals who do the work. Capacity building work also includes upgrades to physical spaces or technology, and other aspects of operations and program improvements.
- How will you sustain, improve, expand, or launch capacity building efforts in this funding cycle?

- How does your organization support individuals in the local cultural sector workforce? This may include professional learning opportunities for existing personnel, increasing paid work opportunities, diversifying staff or board, or investing in organization-wide trainings or workshops.
- How does your budget planning relate to the 3-5 year goals of your organization?
- Is there other capacity building work that you will use Tacoma Creates funds to support during the 2023-24 program year?

CONTRACT DELIVERABLES

In the application, you will list 2-5 deliverables that your organization will provide each quarter, if funded. Your deliverables are the summary of the key public programs that you will be presenting with Tacoma Creates support. Please refer to Appendix B for information about reporting and payment phases.

Things to keep in mind in developing your deliverables:
- Deliverables should align with your overall programming proposal; deliverables are not required or expected to be funded 100% by Tacoma Creates funds, but should reflect work that best aligns with Tacoma Creates funding priorities.
- The majority of your deliverables should be about the presentation and completion of your general public programs and youth education programs; organizations in this funding category are expected to provide a variety of programming throughout the year.
- Deliverables can also include specific and demonstrable work related to equity and access, or other internal capacity building work.
- The deliverables you list in the application will be considered a draft; after funding decisions are made, staff will work with organizations to adjust and finalize deliverables for the contract.

For contracting purposes, deliverables need to be written in a detailed way that shows the specifics of the services that an organization is providing to people in Tacoma. Wherever possible, numbers should be used to show amounts and demonstrate clear planning. Minimums and ranges are suggested to provide some flexibility. Examples of deliverables include:

- *Completion of 3 full-day, week-long summer education camps for 15-25 youth each week*
- *Production of [performance/exhibition/event] with 5-7 presentations, serving a total of 500-800 people*
- *Host 2-3 [workshops/lectures/webinars/community meetings], each serving at least 30 people*
- *Present monthly 1-2 hour [class/lecture series/event] at [neighborhood locations]*
- *Complete new [educational curriculum/ employee handbook/other internal capacity building work]*

INSURANCE

The application will ask you to indicate the types of insurance that will be required based on the type of work you will be doing.

END OF APPLICATION

Please contact Tacoma Creates staff with questions at any time.

APPENDIX A: APPLICATION SUPPORT

APPLICATION WORKSHOPS

These free workshops will cover how the application process works and how to develop a strong application. All applicants are encouraged to send a representative to one of the three workshops. Each workshop will have a different focus: we encourage you to attend the one that best matches your organization's situation, but we will cover the basics at all workshops so you may attend whichever one fits your schedule. A recording of the workshop held via Zoom will be posted at tacomacreates.org/application-assistance.

You do not need to sign up in advance for either of the in-person workshops, though space is limited, and we encourage you to arrive a few minutes early. For the virtual workshop, you will need to register through the link provided below.

We encourage applicants to read the complete guidelines in advance of attending the workshop and come with questions. The presentation portion of the workshop will be about an hour, with time allotted at the end for questions and discussion.

Wednesday, February 8, 2023, 12:30-2:00pm
- Zoom – register in advance for this workshop: https://zoom.us/meeting/register/tJMpd--vqzotHN3AjqcyVW_9Yj50SYj92Y6T
- We recommend that you plan to attend via laptop or desktop computer, so that you will be able to see the slides shared during the workshop.
- Focus: New applicants in either funding program – new organizations and/or new staff with returning organizations

Wednesday, February 15, 2023, 11am-12:30pm
- Tacoma Municipal Building, 747 Market St., room 243
- Nearest bus routes: 1, 11, 13, 16; paid street parking available
- Focus: Comprehensive Organizational Support

Wednesday, February 22, 2023, 4:30-6:00pm
- South Tacoma library branch, 3411 S 56th St.
- Nearest bus routes: 3; free parking available in library lot, as well as street parking
- Focus: Impact Funding

To request a reasonable accommodation for these workshops, please contact the Office of Arts & Cultural Vitality at (253) 591-5191. TTY or speech to speech users may dial 711 to connect to Washington Relay Services.

ONE-ON-ONE SUPPORT

Tacoma Creates staff members are available to assist anyone who has questions about the application process. Staff can answer questions about guidelines, provide feedback about proposal ideas, and – with enough lead time – can review drafts of proposal narratives or budget forms or other application elements. Tacoma Creates staff will not write applications for applicants.

Schedule a meeting: You can use this link to look at pre-set meeting times and sign up for a time that works in your calendar. Each meeting is 20-30 minutes long, and can be held over Zoom, or by phone. If you have application materials you would like staff to review in advance, please email them to Tacoma Creates staff at least two days in advance of your meeting at tacomacreates@cityoftacoma.org.

You may also email questions to staff at any time. Staff contact information is listed on page 2.

APPENDIX B: REPORTING REQUIREMENTS AND PAYMENT PHASES

Funded organizations in the Comprehensive Organizational Support category may receive 4 quarterly payments, each for up to 25% of their total funding amount, based on demonstrated work completed each quarter.

All funded organizations will need to submit periodic reports about their programming. Tacoma Creates funding is distributed through contracts for services; the reports are the opportunity to demonstrate that the services were delivered and to submit an invoice for payment. The reports will include sections to share data about public programs and participants served, to share stories about how programs went and their community impact, and to show examples of work through photos, videos, or documents.

Collecting this information is important not only for demonstrating that planned work was completed, but also for building an understanding of the collective and combined impact of Tacoma Creates funds. Information shared in the reports will be used to inform communications with the Tacoma City Council and the public.

Quarterly reports will be made available to organizations in September (covering the Summer Quarter: July – September), December (covering the Fall Quarter: October – December); March (covering the Winter Quarter: January – March); and June (covering the Spring Quarter: April – June). The Spring Report is also the Final Report, which includes additional prompts about programming and accomplishments through the full funding cycle. Each report is due several weeks after the end of the reporting period, for example, Summer Quarter reports are due October 15th.

We are using a Program Summary Chart for organizations to share details about the numbers of programs they are offering, their locations, and the participants they are serving. Here is an example of the chart from the 2022-23 program year. Visit our Program Locations page to see how we use this data to show where programs and events took place.

APPENDIX C: BEYOND THE BELL / CLUB BEYOND

[Beyond the Bell / Club Beyond](#) offer coordinated enrichment activities after-school for elementary and middle school students in a district-wide program. The goal of this partnership is to support a wide range of engaging after-school classes and activities that are convenient and affordable for students and families. Classes and activities are offered by community partners including Tacoma Creates-supported organizations.

For organizations, this is an opportunity to plug into an existing system and provide quality cultural learning experiences for elementary and middle school students. Beyond the Bell / Club Beyond is a way to bring your programming to students in different parts of the city, to expand your education offerings, and to participate in a system that provides spaces and registration processes so that each organization doesn't have to build and manage all of the logistics independently.

Organizations interested in this opportunity will need to provide:
- Engaging and age-appropriate curriculum in arts, culture, heritage, and/or science
- A qualified and well-prepared instructor who meets all professional obligations of the program, which includes supervision of students before/after class as well as effective facilitation of student learning
- All materials to support classroom activities and student learning
- Organizational support and oversight to support instructor(s)
- Participation in marketing and communications efforts to support class registration
- Annual background checks, as well as participation in safety-related trainings and site-based orientation
- A substitute instructor in the event of primary instructor absence. Note that any potential substitute must have completed a background check in advance. If a background-checked instructor is not available, the school will be required to cancel the class for that day.

In addition to teaching your cultural curriculum, instructor responsibilities include engaging with students before and after program instruction time to support student check-in, snack time, and social emotional learning practices. Supporting students' Social Emotional Learning (SEL) is a core element of Beyond the Bell / Club Beyond; instructors will be expected to help lead this work including practicing warm welcomes, community circles, and SEL Spotlight activities.

2023-24 SCHOOL YEAR SCHEDULE
This information is current as of January 2023 and is subject to change. Final schedule information will be confirmed with participating organizations over the summer.

Class Sessions
All classes must be taught according to the session dates and times set by the Beyond the Bell / Club Beyond program. There will be 4 sessions of programming at each elementary and middle school; each session will be an average of 8 weeks long; most classes meet twice a week.

Exact session dates for 2023-24 are not yet set; the approximate time frame for each session is:
- Session 1: September – November
- Session 2: December – February
- Session 3: February – April
- Session 4: May – June

Organizations should ideally commit to all 4 sessions, however exceptions are possible.

At elementary schools, all classes will meet twice a week – either Mondays and Wednesdays or Tuesdays and Thursdays. Instructors will be on site from 3:15 – 6:00pm. Elementary school classes may be offered for grades K-2, 3-5, or K-5 all together.

Sample daily schedule for elementary schools
- 3:15pm: Instructors arrive onsite, check in with site staff, prepare for class
- 3:30 – 3:45pm: Warm welcome, emotion check-in, snack time, engage with students
- 3:45 – 4:00pm: Social-Emotional Learning (SEL) Spotlight
- 4:00 – 5:30pm: Program Time - teach cultural curriculum
- 5:30 – 5:45pm: Closing circle
- 5:45 – 6:00pm: Students are picked up or get on the bus

At middle schools, some classes will meet twice a week – either Mondays and Wednesdays or Tuesdays and Thursdays; other classes may have different schedules. The after-school time frame may be approximately 2:30 – 5:00pm, however this will vary at different middle school sites. Classes are offered for grades 6-8 all together.

CLASS PROPOSALS
Organizations interested in this opportunity can propose Beyond the Bell / Club Beyond classes as part of their Tacoma Creates application, using the optional section in the online application form. Classes should have active, participatory, age-appropriate curriculum, designed to serve up to 15 students per class. Organizations may propose just one class title or several, and may indicate how many of each class they have the capacity to teach each session.

SCHOOL PLACEMENTS AND PROGRAM COORDINATION
Organizations confirmed for offering Beyond the Bell / Club Beyond classes as part of their Tacoma Creates contract will work with staff at Greentrike as their primary contact for this program. Greentrike serves as the lead community partner in supporting and coordinating cultural organizations' participation in the Beyond the Bell / Club Beyond program. They will work with participating organizations to determine which classes will take place at which schools, in order to balance different types of programs for different age groups at each school. They will confirm/finalize class descriptions and collect instructor details in advance of each session to support the registration process. Greentrike will also coordinate all required training and program readiness work for all participating instructors. After classes start, organizations and their instructors will work with the Site Leads at each school regarding day-to-day program management, and Greentrike will continue to serve as a resource and overall program support for Tacoma Creates organizations.

The Beyond the Bell / Club Beyond program will:
- Schedule and coordinate space at TPS locations
- Coordinate background checks for all instructors (must be updated at the start of each school year)
- Provide required orientation, onboarding, and ongoing professional learning support for instructors
- Provide a "Site Lead" at each school for onsite coordination
- Provide and distribute snacks
- Coordinate and manage bus transportation for students at priority schools
- Promote classes to students and families
- Provide and manage the registration process, including tracking enrollment, attendance, and other student data
- Provide enrollment data to participating instructors/organizations

PROFESSIONAL DEVELOPMENT AND PROGRAM IMPROVEMENT
To support continued growth and development for organizations/instructors as well as overall program improvements, there will be a mix of required and optional sessions throughout the school year, including professional learning opportunities, end-of-session reviews, and opportunities to network and collaborate.

TRACKING EXPENSES FOR BEYOND THE BELL / CLUB BEYOND / OTHER TPS PARTNERSHIP PROGRAMS

Funds to support approved Beyond the Bell / Club Beyond classes will come out of Comprehensive Organizational Support contracts. Organizations should make a point of tracking the amount of Tacoma Creates funds spent on these classes and any other programs that are offered in direct partnership with Tacoma Public Schools – collecting this data in final report forms is an important part of documenting our commitment to the Public School Cultural Access Program.

ABOUT BEYOND THE BELL / CLUB BEYOND

These programs are part of a coordinated Expanded Learning Opportunities (ELO) network that extends and enriches student learning outside of the regular school day. Key partners in this work are Tacoma Public Schools, Metro Parks Tacoma, and Greentrike. Other community organizations that participate in this partnership include the Boys & Girls Clubs of South Puget Sound, Communities in Schools, and YMCA of Pierce and Kitsap Counties.

With a focus on equity and access, Tacoma Creates-supported classes will be prioritized for schools with higher needs based on where they are located and the socio-economic data about their student population. Beyond the Bell classes have a sliding scale cost based on family resources; Club Beyond classes are free. Programs include snacks and bus transportation home from many school sites.

APPENDIX D: PROGRAMMING AT TACOMA PUBLIC LIBRARY BRANCHES

Tacoma Public Library (TPL) is interested in working with cultural sector organizations that can provide educational programming for library patrons of all-ages, including programming for youth (pre-K – teens). TPL's goal for educational programs is to keep patrons engaged in reading and learning activities throughout the year, and to present programs that are aligned with their strategic priorities.

For cultural organizations, this is an opportunity to plug into the library network and bring short programs to communities in different parts of the city, with TPL providing space as well as marketing support. Organizations interested in this opportunity can propose programs to present at TPL branches as part of their Tacoma Creates application, using the optional section in the online application form. These programs may be participatory workshops or lecture/presentations that are 30, 60, or 90 minutes in length; they should be "self-contained," ready-to go programs that will work in small to mid-sized library meeting rooms with minimal technical support needs.

The Tacoma Creates funding review panel will review TPL program proposals and make recommendations to TPL; TPL will do further review and will select the organizations and programs that best match their programming interests, needs, and locations.

For organizations confirmed for presenting programs at TPL branches:
- Organizations will be put in touch with a TPL librarian, who will work with them to identify physical space needs and schedule programs at mutually agreeable times. Organizations are expected maintain timely communication with their assigned TPL staff. TPL may cancel any program due to lack of communication or preparedness.
- TPL will determine the location at which programs will be presented. Organizations may be asked to present the same program at multiple library locations. TPL staff will utilize an equity lens to match programs with locations that best meet the needs an opportunities of the neighborhood
- Organizations are expected to provide all materials and research needed for their presentation. TPL staff will provide limited day-of assistance with set-up, and breakdown; organization presenters should be prepared to do most of this work and should be able to manage set-up and clean-up within about 15 minutes. TPL staff are not expected to present or co-present programs.
- TPL will share program information via the Tacoma Public Library Events Calendar and the Tacoma Creates Events Calendar. Organizations are expected to support Tacoma Public Library in the marketing and promotion of the programs through their own communications channels.

Note: the TPL programming section of the application is specifically for proposing stand-alone presentations for TPL branch locations. If your organization is proposing other kinds of partnership work with TPL for Tacoma Creates support, such as work with the Digital Media Labs, the Northwest Room, or other long-term collaborations, please describe that work along with other General Public Programs and/or Youth Education Programs in your application.